



**United States Bankruptcy Court
for the District of Arizona
230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000**

**Vacancy Announcement
Announcement #09-03 PHX-TUC**

Position: Document Technician(s)
(Multiple positions may-be filled in Phoenix and Tucson with this announcement)

Location: Phoenix Office and Tucson Divisional Office

Position Type: Full-Time Temporary (1 year 2 weeks from date of appointment) with possibility of being extended or converted to permanent status.

Salary Range: \$24,596 - \$31,372 (CL 22)
(Depending upon qualifications, experience, and office location.)

Opening Date: April 3, 2009

Closing Date: April 17, 2009

Introduction:

Two positions will be located in the Phoenix Office and one position will be located in the Tucson Divisional Office. The Document Technician will receive and check incoming documents for conformity with federal and local rules in accordance with approved internal controls, procedures, and rules. The documents become the official basis of court actions. The Document Technician also interacts with the judges and their staff and other clerk's office staff. The start date is approximately May 4, 2009.

Representative Duties and Responsibilities Include:

Receives, scans, and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Retrieves files and makes copies of records for court personnel, attorneys, and others. Files documents meeting requirements. Routes documents to proper offices/persons after acceptance. Makes entries on the docket of certain documents in certain proceedings. Creates and updates certain matrix mailing lists which includes addresses and nature of addressees. Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Prepares and ships records to the appropriate Federal Records Center and retrieves records from centers when needed. Sort, process, and distribute mail. Maintain a mail log. Operate a variety of copying and mail equipment. Performs other duties as assigned.

Minimum Qualifications:

Incumbent must be a high school graduate or equivalent for placement at the CL 22, Step 1. At least two years of general experience for placement at the CL 22, step 2 through and including step 25.

Salary is commensurate with the experience and education of the applicant and is limited to the maximum allowable.

General Experience: Progressively responsible clerical, office, or other work which indicates the

possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Preferred Skills: Ability to meet and communicate effectively with a variety of people. Experience providing customer service to a variety of people in a fast-paced public environment. Skill in using applicable automated systems. Ability to work harmoniously and effectively in a team based environment.

Applicant Information:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Applicant must be a United States citizen or eligible to work in the United States.

This position is subject to a mandatory FBI fingerprint background investigation with periodic reinvestigation.

Travel and relocation expenses can not be reimbursed.

How to Apply:

Submit your resume or application form AO 78 indicating the office (Phoenix or Tucson) you are applying for along with three business references to:

U.S. Bankruptcy Court
Attention: Annette Fischer
230 N. First Ave., Ste. 101
Phoenix, AZ 85003-1727
email: human_resources@azb.uscourts.gov

Application form AO 78 may be found at: <http://www.azb.uscourts.gov/Documents/ao78.pdf>
(Include Announcement No. 09-03 PHX-TUC on your application.)

Benefits Information:

Employees of the United States Bankruptcy Court are "At-Will" employees and are *not* covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- **Annual leave** - for every two full work weeks -
4 hours during the first three years of federal employment
6 hours during next three years up to fifteen years of service
8 hours for fifteen or more years of federal service.
- **Sick leave** - 4 hours for every two full work weeks.
- Optional enrollment in a **federal health insurance program, FEHPB**, with a government contribution. Health premiums are deducted as pre-tax dollars.
- Optional enrollment in a **federal employees group life insurance program, FEGLTD**, with a government contribution.
- Optional enrollment in a **federal employees group long-term disability insurance program, FEDFIRST**.
- Optional enrollment in a **flexible spending program** - Pre-tax contributions to cover annual medical, dental, optical expenses.
- Optional enrollment in **long term care insurance** - available to employees and to

eligible family members. A choice of two plans are offered one through the Judiciary and the second through OPM.

- For employees newly hired into the federal service, mandatory participation in the ***Federal Retirement System (FERS)***, which requires a small contribution to the retirement fund. Eligible for an annuity after 5 years (at age 62) of creditable service with annuity amount dependent on age and years of service. May also be eligible for an annuity at a younger age with more years of creditable service. Full social security coverage is also provided.
- Voluntary participation (up to IRS maximum) in the ***Thrift Savings Plan (TSP)*** with before-tax savings and tax-deferred investment earnings. The TSP is similar to 401k plans and entitles eligible employees to a 1% automatic government contribution. Employee contributions of up to 5% are matched by the government.
- Ten paid ***federal holidays*** per year.
- Public transportation subsidy (dependent on fiscal year funding).
- ***Creditable service*** time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

**The United States Bankruptcy Court District of Arizona
is an Equal Opportunity Employer.**